



April 3, 2015

IOWA BULLETIN NO. IA340-15-2

SUBJECT: SPA – IOWA 2015 WORKLOAD ANALYSIS DATA COLLECTION

ACTION REQUIRED: May 5, 2015, and May 8, 2015

PURPOSE: To distribute Iowa NRCS's 2015 Workload Analysis Data Collection Tool and Instructions for completion of the data entry process.

EXPIRATION DATE: September 30, 2016

The Workload Analysis Data Collection Tool will be used annually to gather key workload data from Iowa field offices. For this year's data collection, district conservationists are instructed to use **fiscal year 2014 data**, from the data sources listed in column "G" of the data collection spreadsheet. Additional instructions are provided in the "2015 Workload Analysis Instructions" and embedded in the "WLA Data Collection 2015" files attached. These instructions have been developed in order to provide for consistency state wide. After analysis, the data collected will be utilized to make management decisions related to the allocation of equipment, staffing and program resources. The workload analysis is linked to Iowa NRCS 2014-2019 Strategic Plan, Objective 2.2.

Field office data collection sheets are due electronically to your ASTC - Field Operations, by the close of business on May 5, 2015.

Area data collection sheets are due electronically to Stacy Wickman, Resource Conservationist, by the close of business on May 8, 2015.

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Jim Gillespie, Director, IDALS-DSC, Des Moines, IA
Vince Sitzmann, Chief, Field Services Bureau, IDALS-DSC, Des Moines, IA
Clare Lindahl, Executive Director, CDI, Ankeny, IA

If you have any questions, please contact Jon Hubbert, Assistant State Conservationist for Management and Strategy, at 515/284-6655 or by email at: jon.hubbert@ia.usda.gov.

A handwritten signature in blue ink that reads "Martin Collins, acting". The signature is written in a cursive style.

Jay T. Mar
State Conservationist

Attachments – WLA Data collection 2015
2015 Workload Analysis Instructions